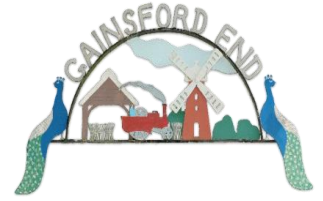




# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 8<sup>th</sup> March 2018 At The Village Hall, Toppesfield at 7.30pm

The meeting was due to take place on the 1<sup>st</sup> March 2018 but was postponed until the 8<sup>th</sup> March due to adverse weather conditions.

### 18/31. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Dave Dyson – Vice chairman – Acting Chair until Chair arrived  
Councillor Andrew Bull – Chairman (Arrived 8pm)  
Councillor Linda Bowen  
Councillor Mike James  
Councillor Andrea Chinery  
Councillor Alan Preston

Also in attendance:

There were no members of the public in attendance.  
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:  
Councillor Paul Thompson

### 18/32. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

### 18/33. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public were present.

### 18/34. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 1<sup>st</sup> February 2018 were approved and signed as correct.

### 18/35. Matters Arising not on the agenda – for report only

Councillor Preston reported that he had been approached by a resident to see if the Parish Council could help with an issue they were having with Greenfields. He stated to the resident the Parish Council could not get involved but suggested their trailer could be parked in the public car park in Park Lane.

### 18/36 Actions from previous meeting:

- 18/36.1 Kaaren Berry to arrange a meeting with Anne Thrussell re Youth Council. Kaaren reported that a meeting was held and she is willing to help. KB to ask for leaflets regarding the Youth Bus and questionnaire to be drawn up for the Youth's views.
- 18/36.2 Councillor Dave Dyson and Kaaren Berry to complete the nomination form for the 'Outstanding Contribution to Community Safety Awards' 2018. This was completed and sent off.
- 18/36.3 Update on purchase of new bench (Thelma Bond) - ongoing
- 18/36.4 Update on Gainsford End Pump Refurbishment – ongoing. A spout is required for the pump. AP to follow up.
- 18/36.5 Update on acquisition and installation of litter bin for Toppesfield Playing Field – Post, cement and labour secured – bin still to be acquired. AP to follow up.

**18/37 Internal Practices and management for the Parish Council:**

- 18/37.1 Toppesfield Parish Council Website – KB to look through website and instruct all out of information to be removed.
- 18/37.2 RRCE – Rural Housing and affordable homes – the definition of affordable housing in planning terms was discussed.
- 18/37.3 Access to the Parish Office – Councillor Dyson handed a statement to the Councillors regarding access to the Parish Office and Hall – (see appendix A). This was discussed and AB to speak to the chair of the Village Hall Committee.

**18/38 Correspondence Received:**

- 18/38.1 Essex County Council – copy of the Superfast Essex Parish Engagement Presentation held at Anglia Ruskin University on Monday 22<sup>nd</sup> January received.
- 18/38.2 Essex County Council – Passenger Transport meetings - Working Group Meeting Notes from their meeting on Monday 5 February received.
- 18/38.3 Essex County Council – want your views on Country Parks car parking. Until the 18 March they are asking visitors to give us their views on the proposed change to charges. To have your say email them at [Countryparks.carparking@essex.gov.uk](mailto:Countryparks.carparking@essex.gov.uk) or take a look at [www.visitparks.co.uk](http://www.visitparks.co.uk) to find out more.
- 18/38.4 Braintree Food Bank – 40p for 40 days appeal - posters issued for display.
- 18/38.5 Braintree District Council – Job Fair – Saturday 17<sup>th</sup> March from 10am – 2pm. The event will promote the wealth of career and development opportunities throughout the District, as well as giving residents the opportunity to speak to employers. A full list of what businesses will be attending can be found on: [www.braintree.gov.uk/jobfair](http://www.braintree.gov.uk/jobfair) Along with advice from companies such as Citizens Advice and The Learning Shop.
- 18/38.6 Essex County Council - Your community, libraries and you – they are inviting people to get involved to rethink libraries’ place in communities and make them fit for the future, relevant and sustainable. To find and event near you and book you place please visit <http://libraries.essex.gov.uk/news/your-community-libraries-and-you/>

**Late Correspondence:**

- Mhp – Web Analytical Report for February 2018 received.
- Making the Links and EALC updates– circulated to all Councillors prior to meeting.
- Letter of introduction from Masons Tree Surgery
- Braintree District Council – Great British Spring Clean 2018 campaign
- Essex County Council – Highway survey received.

**18/39. Financial Accounts:**

- 18/39.1 To receive the Clerk’s Report indicating receipts and payments requiring approval – report received and payments approved- see appendix B

**18/40. Highways:**

- 18/40.1 Footpath 51 – Laurence Page from Essex County Council was unable to make the previously arranged meeting. Another meeting for the 16<sup>th</sup> March 2018 has been arranged.
- 18/40.2 Update on Cust Hall Bridge Works – no further update available from the report given last month.
- 18/40.3 Proposed date for Community Spring Litter Pick – this was confirmed as 21<sup>st</sup> April 2018 from 10am – 12pm.

**18/41. Planning:**

- 18/41.1 Outline Planning Permission Decision from Braintree District Council – a decision was deferred pending further reports.
- 18.41.2

Application No:	Description	Location	Action
1 8/00048/TPOCON	To carry out work on trees affected by the conservation area at this address	1 Stambourne Road Toppesfield CO9 4DG	Comments to Braintree District Council by 12 <sup>th</sup> March 2018

Application no 8/0008/TPOCON – 1 Stambourne Road is reported as withdrawn on the planning portal.

**18/42 Toppesfield Village Hall**

**18/42.1** Councillor Linda Bowen gave the report – see appendix C. The width of the front door is being looked at as some concerns have been raised. Quotes for the insurance for the village hall to be sort.

**18/43 Playing Fields & The Dick Ruggles Pavilion**

**18/43.1** Letter from B.E. Stevenson for a donation towards new table for the pavilion. B Stevenson stated he has cleaned and painted the pavilion at no cost. This was discussed and £150 was agreed but need to confirm if the cheque is to be made payable to the Toppesfield Cricket Club.

**18/43.2** Purchase of new padlock for gate – Councillor Andrew Bull to purchase a more substantial padlock.

**18/43.3** Management of Playing Fields and Pavilion – Councillor Andrew Bull to progress the Playfields Group as previously agreed.

**18/44. Village Plan 2012-2027**

**18/44.1** Update on progress to date – All Councillors to refresh themselves with the parish plan and Councillor Bull to produce an action plan and progress made.

**18/45 Communications**

**18/45.1** Review of current plan (Noticeboards/Newsletter/Social Media/Website/Surgeries  
The newsletter was discussed and the next one will be in the present style. But in future a monthly newsletter (without photos)/information sheet to be considered with organisations/groups having responsibility for a section on it. Councillor Bull will continue to produce this and twice a year a supplement edition with photos will be produced. Print prices to be obtained by Councillor Andrew Bull and Kaaren Berry.

**18/46. Information exchange / Parish Surgery / Items for the next agenda**

Network 5 – it was agreed to hold the next meeting on 10<sup>th</sup> May 2018.

**18/47. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 5<sup>th</sup> April 2018 at 7.30pm at Toppesfield Village Hall.

**18/48. Close**

The meeting closed at 9.10pm

Signed:

Dated:

**Action Summary:**

**Kaaren Berry to ask about leaflets re the Youth Bus.**

**Councillor Bull to progress purchase of new bench (Thelma Bond).**

**Councillor Preston to follow up progress on obtaining a spout for the Gainsford End Pump.**

**Councillor Preston to source new litter bin or the playing field.**

**Print prices for newsletter to be sort – Councillor Bull and Kaaren Berry**

# Appendix A

## The Parish Office

I find the decision by the Village Hall Committee to make changes to the Parish Office without consultation impossible to understand.

Perhaps it would be helpful if I outline the history of the Parish Office

The PC converted the second unused kitchen into the PC office. the PC met all costs and obtained any required permissions'. They created an office suitable for all Parish Councillors to use.

All costs were met by the PC. They had a high security door fitted, with a high security lock. Eight keys were obtained one for each councillor and one for the parish clerk. To prevent the narrow office becoming claustrophobic we had clear vandal proof windows. It was also agreed that a Village Hall key would be available in the Parish Office, to enable use of the toilets by Parish Councillors and the Clerk.

The contribution the PC makes to Village Hall funds is based on the payment the School paid for the Hall before they had their own Hall.

I am not happy with the current situation. this is because there wasn't any consultation with the PC and the use of the Office was not understood.

To resolve the situation it is suggested that a number of alternatives are considered

Refit the original hardwood door complete with lock.

or

Remove the original lock and have it fitted to the new door.

or

Provide the PC with eight keys to the new door.

and

Fit clear glass to the office windows.

And

Provide a Village Hall key to be kept in the Parish Office.

Currently the Village Hall Committee have two of the three keys available. There is now no reason for the Shop to have a key. Previously a key was required for the exclusive use of the meter reader to read the meter. As it is understood that Francis Winter will be reading the meter this means the VH Committee no longer require any keys as meter reading can be arranged with the Clerk or a member of the PC.

Dave Dixon  
07/03/18

## Appendix B

Accounts – 01 March 2018		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2018		<u>£2,606.67</u>		
Community Account				
Balance as at 28th February 2018			<u>£10,460.18</u>	
Subtotal:		<u>£2,606.67</u>		
All previous issued cheques cashed balance should be			<u>£10,400.65</u>	
Income Received (Included in above balance)				
Payments to be approved:				
Date of invoice		Chq No:		Unrecoverable VAT
				£0.00
28.02.18	K. Berry - Expenses - inks, stamps, & stationery	101804	£74.00	£0.00
28.02.18	K. Berry - February wages	101803	£272.18	£0.00
			<u>£346.18</u>	
19.02.18	Bank Charges will be deducted on 7th March 2018		£5.00	£0.00
Balance		<u>£2,606.67</u>	<u>£10,049.47</u>	
Last bank statement received up to 31st January 2018				

## Appendix C

### Toppesfield Village Hall Report to the Parish Council March 2018

The replacement windows and doors have been installed and we are pleased to hear from hirers of the hall that they notice an improvement in the heat held in the hall. We were very pleased that we were finally awarded £10,000 towards the project, double the first notification we had of an award. Our thanks go to Richard Van Daulken who has kindly supported us in our endeavours to improve the hall. This means we have covered the cost with ease and now can work on the next project.

We need to replace the cladding and have the wall insulated. It would also be sensible to insulate the ceiling. We are starting to look at heating but feel we need some expert guidance to form a specification for what would be best option. We can then go for quotations that we can compare for cost and quality one against another.

We intend to hold our A.G. M. In April. Mike Bickers has kindly agreed to look at our financial paperwork and systems. The financial systems are always up to date and monitored monthly. We have almost completed a financial policy which lays down our systems. This will ensure that anyone can monitor our financial actions to ensure we are open, clear and accountable.

All of our current committee of eight are willing and happy to stand again next year.

Thanks go to Cllr. Paul Thompson for his help to liaise us with the community workers.

Please could the PC update us on any progress in securing the insurance?